



# USAID | AFGHANISTAN

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**Solicitation is open to:** Afghan Nationals Only

**Position Title:** Project Management Specialist (Infrastructure)

**Type of vacancy:** Multiple

**Opening date:** July 01, 2014

**Closing date:** July 15, 2014

**Vacancy announcement #:** USAID/306/14/61/OEGI

**Work hours:** 40 hours (Full time)

**Position Grade:** FSN-10 (Trainee level at FSN-09 and FSN-08)

The United States Agency for International Development (USAID) Afghanistan is inviting applications from Afghan Nationals for the position of Project Management Specialist (Infrastructure) in the Office of Economic Growth and Infrastructure (OEGI).

## **BASIC FUNCTION OF THE POSITION:**

The incumbent will serve as a Program Management Specialist (Infrastructure) for the Office of Economic Growth and Infrastructure (OEGI), one of four technical offices in USAID/Afghanistan. The mission of OEGI is to construct and maintain the infrastructure of the Government of the Islamic Republic of Afghanistan (GIROA). OEGI is the Mission's largest, most challenging, and highly visible technical office, with a total portfolio valued at over US\$2 billion and greater than 60 staff members. Working under the overall supervision of the OEGI Infrastructure Division Chief, the incumbent is responsible for a full range of project infrastructure, engineering and management responsibilities in the area of roads, energy, water and/or vertical structures. In this capacity, the incumbent performs a variety of complex functions related to research, planning, designing, budgeting, programming, reporting, activity monitoring, analytical and management duties to support implementation and coordination of OEGI infrastructure programs.

The incumbent will be based in Kabul as part of the USAID/ Afghanistan OEGI office and at times will be required to travel throughout Afghanistan to conduct site visits to monitor project compliance and progress.

## **MAJOR DUTIES AND RESPONSIBILITIES**

### *At the FSN-10 Level*

Working under the direct supervision of the OEGI Infrastructure Division Chief or one of the senior project team leaders, the incumbent performs a variety of complex functions related to:

### **Project Management - Strategic Planning, Program Design, Implementation, Monitoring/Evaluation**

Leads in the design, development and management of infrastructure and/or capacity building projects that meet USAID/Afghanistan and GIROA goals and assures compliance with all mandatory codes and practices. The incumbent will provide engineering and scientific expertise, including but not limited to technical analyses, financial estimates, design criteria, institutional capacity assessments and equipment requirements. The incumbent will identify potential engineering,

financial, project management and scientific problems and proactively recommend corrective actions.

Assures compliance with regard to project scope, schedule and budget including logistics and security constraints; environmental, safety, health and labor laws/standards; conducts routine meetings with USAID/Afghanistan contractors/partners and GIRoA to review the status of the project and address any matters.

Reviews OEGL contracts/agreements providing support to and oversight of contractor actions concerning project procurement and the use of project funded assets; develops project budgets, tracking incurred costs vs contract funding, estimates to complete and estimates at completion, troubleshooting any financial issues.

Conducts routine field investigations to monitor and evaluate project construction and compliance with contract plans and specifications; monitors on-site activities in co-operation and coordination with the USAID/Afghanistan independent QA (Quality Assurance) contractor.

### **Program Representation**

The incumbent must possess exceptional interpersonal and leadership skills, sound judgment, and the ability to develop successful working relationships that maximize United States Government (USG) resource allocation and program results within USAID, USG, other donors, Afghan government counterparts, academic institutions and private sector stakeholders; participates as designated representative for OEGL in meetings.

### **Program Reporting – Analysis, Assessment, Research, Communications**

Performs program reporting responsibilities including but not limited to preparing technical engineering, financial and scientific reports with completeness, technical adequacy and adherence to USAID report formats, drafting project implementation letters, estimating expenditures, reviewing and analyzing project performance and schedule, reviewing payment vouchers, responding to audits, assessing claims, and performing other activities as directed by OEGL Infrastructure Division Chief and/or their designee.

#### **At the FSN-9 Trainee Level**

The incumbent performs the same duties as the FSN-10 level at a lower level of responsibility and autonomy. The incumbent will carry out day to day activities under the supervision of a senior OEGL Project Manager and/or manage smaller programs under close supervision.

#### **At the FSN-8 Trainee Level**

The incumbent performs the same duties as the FSN-9 level but will carry out day to day activities under the supervision of a senior OEGL Project Manager. The employee will generally be assigned discrete tasks related to infrastructure management.

### **QUALIFICATIONS/EVALUATION CRITERIA:**

**Education at all Grade Levels (FSN 10, 9, 8):** Bachelor's Degree in Engineering (including mechanical, electrical, energy, petroleum, chemical, environmental, water resources and/or civil), Science (geological sciences or environmental management) or related discipline (Business, Accounting, Finance, Economics) from an accredited institution; additional post-graduate education is desirable.

#### **Work Experience:**

##### **At the FSN-10 level**

At least four years of progressively responsible and relevant work experience in infrastructure (civil,

mechanical, electrical, energy, industrial, hydropower, structural and/or construction), geotechnical investigation, water resource management, environmental investigation, design, construction and/or project management is required. Experience analyzing a broad range of infrastructure and engineering requirements and issues, including their social, economic and environmental impacts is a plus. Strong international engineering best practices skills are desired.

#### At the FSN-9 Trainee Level

At least three years of progressively responsible and relevant work experience in infrastructure engineering (civil, mechanical, electrical, energy, industrial, hydropower, structural and/or construction), geotechnical investigation, water resource management, environmental investigation, design, construction and/or project management is required. Experience analyzing a broad range of infrastructure and engineering requirements and issues, including their social, economic and environmental impacts is a plus. Strong international engineering best practices skills are desired.

#### At the FSN-8 Trainee Level

At least two years of progressively responsible and relevant work experience in infrastructure engineering (civil, mechanical, electrical, energy, industrial, hydropower, structural and/or construction), geotechnical investigation, water resource management, environmental investigation, design, construction and/or project management is required. Experience with international engineering best practices in their particular field of engineering is desirable.

**Language at all Grade Levels (FSN 10, 9, 8):** Level IV (Fluent) speaking/reading of English and Level IV (Fluent) speaking/reading of Dari or Pashto is required.

#### **Knowledge, Abilities and Skills:**

##### At the FSN-10 Level and FSN-9 Level

Incumbent must have the ability to organize, analyze, interpret and evaluate information regarding infrastructure projects related to mining, power generation/transmission/ distribution, natural resources, vertical structures, and transportation. The incumbent must demonstrate knowledge of engineering, particularly in the Afghanistan context, and a clear understanding of the policy, regulatory and organizational issues that are involved in the various sectors related to infrastructure.

The incumbent will be required to conduct technical analyses, institutional capacity assessments, equipment requirement projections, training needs assessments of relevant GIRoA agencies, and develop cost estimates. Incumbent will primarily engage in collecting and analyzing data to determine those areas in which USAID assistance would have the greatest impact. The incumbent must also possess the following:

- Demonstrated ability to interact effectively, work collaboratively and communicate (orally and in writing) clearly and concisely with all levels of personnel, within USAID , host country officials, representatives of international organizations, donors, non-governmental organizations (NGOs), private sector, other US Government officials..
- Demonstrated ability to work productively in a multicultural team environment;
- Demonstrated ability to effectively and efficiently manage/supervise resources (staff, equipment, budget) to meet project goals including previous experience in program, contract and grants management;
- Demonstrated competency in using MS office suite and other software utilized in engineering projects.

##### At the FSN- 8 Trainee Level

**Knowledge, Abilities and Skills:** The incumbent must be familiar with engineering projects, particularly in the Afghanistan context, and have a clear understanding of the policy, regulatory and organizational issues that are involved in the various sectors related to infrastructure.

Incumbent must have excellent analytical skills and be capable of exercising sound judgment. Must

possess exceptional organizational skills and ability to handle multiple tasks while under close supervision. The incumbent must have the ability to sort through large volumes of complex and possibly conflicting materials to find relevant information and convey the results in written form.

Must be able to prioritize and organize work responsibilities in order to meet urgent deadlines, solve problems and independently seek out and obtain information needed from others. Must be mature, flexible, creative, logical, organized, pro-active, cooperative, articulate and responsive. Demonstrated competency in using MS office suite and other software utilized in engineering projects.

## **HOW TO APPLY**

Applicants are requested to submit a complete application package which must include all required documents to [afpakjobs@usaid.gov](mailto:afpakjobs@usaid.gov) and [AfUSAIDJobs@state.gov](mailto:AfUSAIDJobs@state.gov) with a **Subject line: Project Management Specialist (Infrastructure) (OEGI1461)**

**ANY/ALL application submissions after the closing date of July 15, 2014 will not be considered.**

## **REQUIRED DOCUMENTS:**

1. **Cover memo/email outlining your qualifications and experience against the selection criteria.**
2. **Application for Employment (AE) as a Locally Employed Staff (DS-174)**  
[http://kabul.usembassy.gov/job\\_opportunities2.html](http://kabul.usembassy.gov/job_opportunities2.html)  
<http://www.state.gov/documents/organization/136408.pdf> and/or
3. **A current resume or curriculum vitae that provides the same information found on the DS-174 form.**

**(We understand that not all applicants are able to download the application from the internet. Please state this in your cover memo/email if this is the case. For candidates who are short listed, a DS 174 will be required in order to advance in the process.)**

### **Note:**

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with insufficient information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø **Female applicants are strongly encouraged to apply.**

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ALL ETHNIC GROUPS AND BOTH GENDERS ARE URGED TO APPLY**